Memo: Re: Telecommuting Arrangements

Due to the COVID-19 outbreak, we are receiving requests from employees regarding the possibility to work from home. [Company name] will be implementing voluntary telecommuting arrangements for employees whose job duties are conducive to working from home but who do not regularly telecommute. These temporary arrangements will be revisited as often as needed with guidance from local and federal health agencies.

There are some positions at [Company name] in which the job duties are not conducive to working from home and require the employee to be physically present in the workplace. These employees are defined as essential personnel.

Essential personnel include the following positions:

[Insert position titles]

Essential personnel are expected to report to work as scheduled unless otherwise notified. All health and safety precautions should still be taken, and employees who are sick should not report to work. Regular leave policies and procedures should be followed for employees who are unable to report to work.

Positions approved to work from home temporarily include the following:

               [Insert position titles]

Additional positions may be considered for temporary telecommuting on a case-by-case basis.

[Company name] will continue to monitor all recommendations set forth by health officials and the need for remote work arrangements. Employees should not assume any timeline for telecommuting as [Company name] may require employees to return to the workplace at any time.

Should the current health crisis warrant, [Company name] may move from voluntary telecommuting to requiring all employees, except for essential personnel, to work from home. Employees should be proactive with department managers in preparing for these circumstances to ensure they have the resources necessary to work remotely.